

DEPARTMENT OF REHABILITATION
AND CORRECTION

SUBJECT:	Page 1 of 3
Training Lesson Plans	NUMBER: 39-TRN-04
RULE/CODE REFERENCE:	SUPERCEDES: 39-TRN-04 dated 03/20/15
RELATED ACA STANDARDS: 2-CTA-1A-11, 3A-17, 3A-21, 3A-22; 4-APPFS-3A-09	EFFECTIVE DATE: July 18, 2016
	APPROVED: 

I. AUTHORITY

This policy is issued in compliance with Ohio Revised Code 5120.01 which delegates to the Director of the Department of Rehabilitation and Correction the authority to manage and direct the total operations of the Department and to establish such rules and regulations as the Director prescribes.

II. PURPOSE

The purpose of this policy is to establish a standard format and criteria for lesson plans used within the Ohio Department of Rehabilitation and Correction (DRC).

III. APPLICABILITY

This policy is applicable to all DRC employees assigned to prepare lesson plans and conduct training.

IV. DEFINITIONS

Lesson Plans - A document that determines the content, guidelines and performance expectations for a training program.

Student Performance Objectives (SPOs) - A listing of the major expected learning outcomes for a particular training module.

Subject Matter Expert (SME) - A person who has knowledge, skills, experience and/or advanced training or education in a specific course area.

V. POLICY

It is the policy of the Ohio Department of Rehabilitation and Correction (DRC) that lesson plans shall be prepared and utilized for the delivery of all New Employee Orientation (NEO) Academy modules and all required and optional in-service training courses. Lesson plans shall be written in an outline or narrative format, be approved prior to use and maintained on file and/or online.

VI. PROCEDURES

- A. All lesson plan content shall be consistent with current DRC policies, Administrative Regulations and American Correctional Association (ACA) standards.
- B. SMEs shall be utilized in the development, review and revision of lesson plans.
- C. Lesson plans shall be written according to a standardized format as provided in the Lesson Plan Template (DRC1767), which includes a cover sheet with performance-based learning objectives, the proficiency testing used (e.g., written assessment/post test, scoring tool for physical skills courses) and any material provided to students to supplement learning. The cover sheets shall be complete to include citing all reference materials used in the preparation of the lesson plan to include dates, noting the equipment and/or items needed to facilitate the session in addition to the inclusion of a power point or visual aid (as applicable), and all required handouts. A power point presentation, with detailed notes, in an outline form, may be submitted in lieu of a standardized lesson plan for required site specific in-service training. Copyright clearance shall be obtained prior to utilizing any restricted material. Additionally, lesson plans shall consist of the following sections:
 - 1. Introduction;
 - 2. Presentation;
 - 3. Application;
 - 4. Summary; and
 - 5. Evaluation
- D. Any changes or variations to Corrections Training Academy (CTA) approved lesson plans must be approved by the superintendent/designee prior to use.
- E. Lesson plans used within DRC shall minimally include:
 - 1. Goal of the Lesson/Training Objective(s);
 - 2. SPOs;
 - 3. Content of the training to include supporting student materials (e.g., handouts, supplemental reading);
 - 4. Post assessment/method of evaluating knowledge or student performance; and
 - 5. CTA watermark.
- F. Lesson plans utilized within CTA's NEO Academy training program and other specialized in-service courses shall be approved by the CTA superintendent/designee.
- G. Lesson plans for PR-24, Chemical Agents, CPR, Pepper Ball and First Aid may be provided by the professional organization/developer/manufacturer of said training. In any case, the lesson plans must be approved by the CTA superintendent/designee.
- H. Lesson plans developed for systemic agency training initiatives shall be created by SMEs in collaboration with CTA. Approval of lesson plans for agency training initiatives is the responsibility of the CTA superintendent/designee.

- I. Lesson plans developed for utilization as a required in-service training shall be created by SMEs in collaboration with CTA and made available for use at the beginning of each training year. CTA shall establish a timeframe for completion for required in-service lesson plans as to ensure the field has time to prepare training plans that coincide with the required training. Approval of lesson plans for required in-service training is the responsibility of the CTA superintendent/designee.
- J. Lesson plans developed for site-specific, localized in-service training shall be created utilizing SMEs in collaboration with the training officer and/or training advisory council (TAC). Site-specific lesson plans shall be submitted to the CTA field support section for review/approval thirty (30) days prior to when the training is to be offered. Approval of lesson plans for site-specific, localized in-service training is the responsibility of the CTA superintendent/designee.
- K. Requests for lesson plans developed for the utilization as required in-service, and/or systematic strategic agency training initiatives must accompany the Training Project Proposal form (DRC1387). Requesting party shall then consult with the CTA curriculum director/designee for approval of said project.
- L. Training aides shall be identified in the lesson plan and be reflective of the course content.
- M. It is the responsibility of those preparing a lesson plan to secure authorization to use copyrighted material or information. Open source material particularly obtained from the internet must be from a reputable source. Whenever information is used from another source to include, but not limited to, an interview, previous lesson plan, etc., the source of the information and date shall be included in the lesson plan.
- N. Proficiency testing shall be done in accordance with approved standards as determined by CTA, a professional organization, or the developer of said training.
- O. If a pre-test is used, it shall be different from the post or final test. All post/final tests shall minimally evaluate knowledge of all identified SPOs.
- P. For courses requiring CTA certification or recertification, the appropriate CTA approved proficiency examination shall be utilized.

Related Department Forms:

Training Project Proposal	DRC1387
Lesson Plan Template	DRC1767